

DEPARTMENT OF ADMINISTRATION



ALLIANT ENERGY ACH PAYMENT QUICK REFERENCE

State Controller's Office

Updated: 04/19/2021



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QUICK REFERENCE

Summary

The State of Wisconsin will begin paying Alliant Energy via ACH in an effort to minimize account application errors and overall time committed to these accounts. The following will need to be used to make payments via ACH:

Supplier ID: 0000038881

Address ID: 2

Location ID: MAIN

Note: Alliant Energy has authorized ACH payments for unitality bills (gas and electric energy service) ONLY. Invoices for other types of Alliant services SHOULD NOT be paid via ACH.

Definitions

Example of how an Alliant Entergy Account Number may present on an invoice.

Bill from Alliant:



^{*}Do not use spaces/dashes when entering into STAR.

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Procedures/Steps

STAR Voucher Entry:

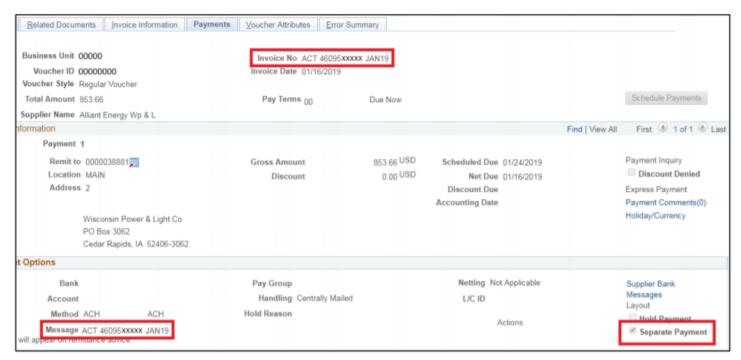
Enter the following Supplier Information:

Supplier ID: 0000038881

Address ID: 2 Location ID: MAIN

- Enter the Alliant Energy Account Number as the Invoice Number on the voucher.
 You should include the Alliant Energy account number that you want the payment to post to- DO NOT use spaces/dashes. The invoice number must begin with ACT, followed by the account number, then the month the services were provided. In the example above, the bill date was January 16th, 2019, therefore JAN19 was used to indicate service dates.
 - The final invoice number format is therefore: ACT46095XXXXXJAN19
- 2. Enter the same "Invoice number" in the Payment Message field (as shown below)
- 3. Verify the Separate Payment box has been checked (it should default as checked)
- 4. Please ATTACH a copy of the invoice to the voucher.

All other aspects of voucher entry would be the same as normal.



If you have any questions or concerns regarding these procedures, please contact Kim Sell.



APPENDIX

References:

Finding Suppliers

Useful Links:

Agency AP Contact List

STAR Job Aids (STAR Connection)